

ADMINISTRATIVE TEAM

MEETING NOTES

Date: May 20, 2021

Time: 4:00 pm

Location: *zoom*

Topic 1: Roof Inspection/replacement advise

- 4-7 years left of life
- Repairs recommended

Our repair to the roof has extended the roof by 4-7 years. And repairs at \$1500 are being made in the coming weeks.

Topic 2: Property

- Hand Sanitizers delivered
- Outdoor Property
 - Should Erika reach out to gather dates/times of years for various landscaping projects and then create a spreadsheet?

Erika will make a spreadsheet and ask outdoor property about what and when they did things. Erika will contact Greg Turosak, Rick Devine, Barb Foss, and Bill Thompson to get an idea of what and when things were done for outdoor property.

Erika will work on scheduling an outdoor property workday for June 5 and then the third Saturday beginning of June through October.

- Green Garden Table
 - Glass was broken by wind
 - Replace glass or replace table or nothing?

Table – round table, metal table, no glass top, Barb Foss will shop around. Anne Black Sinak from design agrees. Original table was donated by the Devine's. Erika will ask if they want it back.

- Garden Closet – Barb Foss

Garden closet – phase one is done. Phase two is consulting with one or more people on what we can discard. Will look at it during property workdays. Erika will email Melissa and Joe and Kathy Schwartz to ask about the clothing rack(s).

Erika will ask Connie if we need the harpsichord box in the boiler room and if not, can we toss it.

- Cement Walls/stairs update – Erika

Erika will contact a cement company to look at areas.

Topic 3: Wireless Upgrades

- Rog Nolte installed an access point on the stage by the piano with a different WiFi channel
 - Zoom choir is going well now
 - This is a temporary location and will need to move it once we start using the sanctuary.

Topic 4: Other Programs

- Design

Design – Anne Black-Sinak. Ann and Richard Hutton have been changing the silks. June/summer will go up soon. Plaques will be placed as soon as they decide where to place them. Anne is stepping down from design after this year.

- Memorial Garden
 - Julie LarsonKeller is now the “leader” of this group
- History
- Library

Have some adult books in the hearth room and maybe moving out some of the non-used history ones.

Topic 5: Other items

- Annual Meeting Report
 - Greg writing a report for Admin Team and submitting it here
 - <https://uurochmn.org/annual-report-form/> (password: maypole55)
 - Any sub-groups writing one
Facilitator – barb foss, Dave Siljensberg, barb foss, darin Podulke smith, greg Turosak,

Notes/other items

First meeting in the fall – make sure all sub-group “leaders” meet in person with admin team.

Next meeting in September – no summer meeting will “meet” via email if things come up.